

JOB DESCRIPTION

Job Title:	Events & Production Manager
Department:	Events & Production
Grade:	Grade 6

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Responsible for the management, procurement and delivery of external facing productions for the School of Drama ensuring safe and efficient use of venue, stock and budget.
- Responsible for the efficient management of production budgets, alongside the budget holder ensuring the best value delivery while maintaining the highest level of quality and professionalism.
- To lead on the technical provision of productions ensuring effective collaboration with external stakeholders and partners and internal departments across the Conservatoire, to deliver to the highest quality.
- To lead in the engagement of production teams for all productions and to co-ordinate between contracted creatives for the successful delivery of the productions
- To Lead on the set up and co-ordination of Safe Systems of Work practices across the School of Drama Productions as agreed with Head of Live Events Production and the Head of School, to be responsible as the Health and Safety representative during the production process ensuring students, staff, creatives and venues supported appropriately.

REPORTS TO:

Head of Live Events Production

STAFF RESPONSIBILITIES FOR:

Company Stage Manager and Freelance Technical and Creative Staff engaged on productions.

DUTIES:

The role-holder will:

- To lead on production co-ordination in particular contracting creative and production teams and ensuring procurement and payment of additional resources as required.

- To support production co-ordination of performing rights administration and licencing where required by the Head of School.
- To produce production schedules and engage internal and external resources for productions.
- To Lead on the procurement and delivery of all production elements of shows produced by the School of Drama including Scenic Elements, Lighting, Sound, Costume and props. Securing external contractors for the supply of key services such as set construction and equipment hire
- The role will primarily be working with The School of Drama, but it is expected that the role will extend out to all schools at the conservatoire in the delivery of Live Events and assessments where necessary.
- To take on technical theatre roles as/when required as part of a Live Events and Production Team e.g. stage management, production, lighting, sound and design. Moving Conservatoire productions from design through to delivery.
- Working in coordination with the Technical Manager to ensure all conservatoire performances and student workshops are supported with technical resources equipment and Staffing.
- To Act as lead contact where necessary to source performance spaces.
- To Lead the health and safety of staff, students, contractors and visitors – completing Risk Assessments, liaising host venues, and operational staff.
- To lead on ensuring that all productions presented by the School of Drama have the required levels of First Aiders, Duty staff and security required to maintain safe standards and to ensure that students and staff working in external venues are fully briefed on matters of safe working and evaluation.
- To work with Programme Budget Holders to develop production budgets, and produce work within those budgets.
- To lead on the development of theatre and technical stock for the growing School of Drama and the conservatoire in order to provide the student and audience experience at the highest professional level.
- To liaise with the Head of Live Events Production and the Technical Manager on capital expenditure required to support the Conservatoires work now and in the future.
- To support the 'day to day' teaching delivery of the Acting, Actor Musician and Musical Theatre degree programmes where appropriate in Playhouse Square and newly developed Mabgate site. In particular in-house assessment work in technical theatre spaces.
- To liaise with external guests/tutors/visitors to the Conservatoire, ensuring they are prepared for sessions and any delivery – as instructed by the Programme Leaders.
- To liaise with services across the conservatoire to ensure the smooth running of the productions. E.g. Strategic Partnership & Enterprise, Timetabling, Facilities, IT, AV.



- To communicate information through the Performing Arts staff and students as/when appropriate.
- To act as a duty First Aider when on Leeds Conservatoire sites.
- Where required to be responsible for the safe opening, operation and shutdown of Rehearsal Studios, Performance Spaces and associated buildings.
- Pro-actively stay up to date with the theatre industry best practice, ensuring compliance with relevant laws and guidelines, including health and safety regulations related to production delivery.
- To liaise with the Head of Live Events Production to ensure that both personal and Events Technician development needs are assessed in respect of Technical Theatre.
- Comply with all conservatoire policies and procedures.
- To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Conservatoire Appraisal Scheme.
- Any other reasonable duties commensurate with the level of the post, which may be required from time to time.

NOTES:

1. *Duties will inevitably develop and change as the work of the Conservatoire changes to meet the needs of its service. Employees should therefore expect periodic variations to role descriptions, and Leeds Conservatoire reserves this right. This role description will be supplemented on a regular basis by individual objectives derived from conservatoire strategies.*

GENERAL TERMS AND CONDITIONS OF POST	
Duration of Role:	Permanent – Reduced Year 42 Weeks
Working Hours:	37 hours per week
Salary:	Grade 6 + £2,400 Market Supplement Per Annum reviewed after 2 years
Safeguarding	Enhanced DBS required for this role
Notice Period:	2 months
Probation Period	10 Months
Pension Scheme:	Eligible to join the West Yorkshire Pension Fund
APPROVAL OF JOB DESCRIPTION - LCM	
Compiled By:	Hiring Manager
Compilation Date:	July 2024